

**Position Title**

Senior Accountant

Reports To

Executive Director

Position Type

Full-time (40 hours per week). Flexibility to work overtime as required during peak periods. Hybrid. Primarily remote with in-person workdays at JMMF Admin Building in Morinville. Attend meetings, trainings, and other functions as requested by the Executive Director.

Compensation

\$87,000 – 93,000 annually, plus benefits

Position Summary

The Senior Accountant provides comprehensive financial leadership and accounting oversight for the Jessica Martel Memorial Foundation. This role ensures the accurate preparation of financial statements, budgets, program reports, and the maintenance of comprehensive financial records and controls aligned with JMMF policies, procedures, and regulatory requirements.

The successful candidate will ensure that JMMF's finances are accurate and current, that funding reports, proposals, and budgets are delivered accurately and on time, and that the Foundation's financial position is clearly understood by leadership, the Board of Directors, and external stakeholders.

The successful candidate will be detail-oriented, proactive, and skilled in full-cycle accounting and financial management. They will demonstrate strong problem-solving abilities, work collaboratively across departments, and maintain the highest standards of confidentiality and professional integrity.

Core Responsibilities**Finance Leadership**

- Provide comprehensive financial oversight to ensure the Foundation's financial picture is accurate and clearly presented to leadership and the Board of Directors.
- Ensure the accuracy of all financial information; conduct necessary reconciliations, including investigation and resolution of variances.

- Prepare annual JMMF Budget and present to leadership and Board for approval.
- Prepare Operating Budget specific to Shelter operations in collaboration with operational leadership.
- Develop Financial Budgets for funding applications and fundraising activities.
- Lead annual Audit: Prepare all accounting records, supporting documents, and General Ledger account reconciliations. Coordinate with external auditors to complete and finalize Audit.
- Manage cash flow and prepare cash flow forecasts for leadership planning and decision-making.
- Oversee WCB annual reporting, claims processing, and maintain effective communication with key Leadership regarding claims in progress.
- Oversee AGLC annual reporting, license compliance, and spending adherence.
- Work in collaboration with all Team Leads to ensure financial accuracy and program funding compliance.
- Provide oversight of donation tax receipting processes to ensure accuracy and completeness in line with CRA requirements for official charitable receipts.
- Administer and maintain Keela as the primary donor CRM, ensuring data integrity, accurate donation records, and alignment between Keela and the accounting system.
- Ensure policies and practices related to receipting, acknowledgement, and donor information uphold CRA regulations and the organization's Donor Bill/Charter of Rights.

Full Cycle Accounting

- Prepare and review monthly financial statements, including monthly variance reports and analysis.
- Maintain General Ledger accuracy and integrity.
- Prepare and review General Journal entries.
- Oversee Accounts Payable: code, enter, and process payments in accordance with internal policies and authorization protocols.
- Oversee Accounts Receivable: code, invoice, and track collections as required.
- Maintain Capital Asset Ledger and ensure proper asset classification and depreciation.
- Uphold internal coding requirements within accounting software to facilitate funder reporting and departmental Profit & Loss statements.

Payroll Management

- Prepare and process bi-weekly payroll accurately and on schedule.
- Maintain comprehensive payroll records within QuickBooks and SharePoint.
- Allocate payroll costs to proper classes and projects for accurate financial reporting.
- Process CRA payroll tax remittances on schedule.
- Prepare T4 and T4A forms for all employees and contractors.

- Serve as Employee Benefits Administrator, managing employee benefit programs and communications.
- Prepare various management reports and analysis as required by Leadership.

Funder Reporting and Compliance

- Maintain comprehensive knowledge of all funder agreements to ensure compliance with financial and reporting obligations.
- Maintain detailed monthly schedules of program income, expenses, cash flow, and statistical reports in accordance with each funder's specific criteria.
- Work in collaboration with program managers to complete required reporting templates and adhere to funder-specific requirements.
- Assist program managers with budget planning, reporting guidance, and financial inquiries.
- Prepare and submit completed funder reports according to required timelines.
- Ensure all records are maintained to audit standards to enable compliance with funding agreements.

Financial Records and Systems Management

- Ensure accurate and timely data entry into QuickBooks and other reporting templates.
 - Maintain QuickBooks project codes to effectively track funder-specific revenue and expenses.
 - Properly use Classes, Categories, and Tags within QuickBooks to facilitate accurate funder reporting and departmental analysis.
 - Maintain comprehensive digital records for the Finance Department in accordance with organizational standards.
 - Maintain funding Workbook and organize all funder contracts and supporting documents.
 - Maintain confidentiality of sensitive financial documents; adhere to operational and recordkeeping guidelines.
 - Assist with the creation and review of financial policies and procedures to strengthen organizational financial management.
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Key Competencies and Attributes

- Strong leadership, time management, interpersonal, and problem-solving skills with excellent written and verbal communication abilities.
- Work cooperatively and effectively with colleagues across all departments to set goals, resolve problems, and make decisions that enhance organizational effectiveness.

- Establish and promote a proactive, responsive operational philosophy committed to accuracy and continuous improvement.
- Proven ability to operate successfully in a demanding, dynamic environment with a demonstrated track record of high performance.
- Ability to assess complex situations, gather and process relevant financial information, generate possible solutions, and make timely decisions in the best interests of the organization.
- Take initiative and follow through on all projects in a timely manner with strong accountability.
- High level of accuracy and attention to detail; demonstrated ability to manage multiple priorities and work effectively as a team member.
- Strong commitment to ethical business practices and behavior aligned with JMMF's organizational values.
- Advanced proficiency in Microsoft Office Suite (Word, Excel, Outlook) and digital collaboration tools.
- Working knowledge of internal controls and fraud prevention.
- Ability to practice discretion and maintain strict confidentiality of financial and personnel information.
- Demonstrate cultural sensitivity and a strong commitment to providing quality service in a not-for-profit, multicultural environment.

Qualifications and Experience

- Degree or diploma in Accounting, Finance, or Business.
- Minimum 5 years of hands-on progressive experience in full-cycle accounting and finance, including:
 - Generally accepted accounting principles and practices (GAAP)
 - Payroll management
 - Financial reporting and analysis
- Demonstrated proficiency with QuickBooks and other accounting software (essential).
- Experience working in a not-for-profit environment (considered an asset).
- Advanced proficiency in Microsoft Office, particularly Excel for financial analysis.
- Thorough knowledge of accounts payable, general ledger, and payroll systems and procedures.
- Excellent analysis and problem-solving skills with strong attention to detail.
- Exposure to job costing, statistical analysis, and variance analysis.
- Knowledge of Federal and Provincial legislation affecting charities and not-for-profit organizations.
- Knowledge of Alberta Provincial legislation on Employment Standards and HR compliance.

- Any equivalent combination of education and experience sufficient to perform these job duties will be considered.

Working Conditions

- Forty (40) hours per week, Monday to Friday, with flexibility to work additional hours as required to meet deadlines and organizational needs.
- Primarily remote position; must have a dedicated home office environment that allows for secure and confidential work.
- Occasional in-person workdays at JMMF Admin Building in Morinville as required for meetings, trainings, and operational collaboration.
- Required to attend meetings, trainings, and other functions as requested by the Executive Director.
- Some local travel within the Sturgeon County area may be required.
- Prolonged periods of sitting and computer use.
- Moderate to extreme effort required to meet deadlines, ensure accuracy of financial data, maintain confidentiality of records, and respond to occasional time-sensitive situations.

Additional Requirements

- Criminal Record Check (current and valid)

Equity, Diversity, Inclusion, and Accessibility

The Jessica Martel Memorial Foundation is an equal opportunity employer committed to employment equity. Applications are encouraged from people with diverse backgrounds and lived experiences, including but not limited to First Nations, Inuit and Métis peoples, Black and other racialized communities, gender-diverse people, people with disabilities, 2SLGBTQ+ communities, and newcomers to Canada.

Accommodation is available upon request throughout the recruitment and selection process.

How to Apply

Email your resume to hr@jmmf.ca with the subject line “Senior Accountant Application, First name Last name.” by December 10, 2025

We thank you in advance for your resume submission. Only those identified for a pre-screen interview will be contacted.